



DEPARTMENT OF THE ARMY  
HEADQUARTERS, U.S. ARMY MATERIEL COMMAND  
5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333 - 0001

REPLY TO  
ATTENTION OF

18 SEP 1998

AMCPE-CE

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: The Family and Medical Leave Act of 1993 (Reminder)

1. This is a reminder to activities concerning employees' right to take leave under the Family and Medical Leave Act (FMLA) of 1993 which permits employees to use up to 12 workweeks of leave without pay in any 12-month period to care for family members, or themselves. Specifically, it can be used in cases of adoption, foster care, birth and care of a newborn, or when serious illness befalls the employee, spouse, child or parent. The entitlement to FMLA is in addition to other types of leave which are also available to employees.

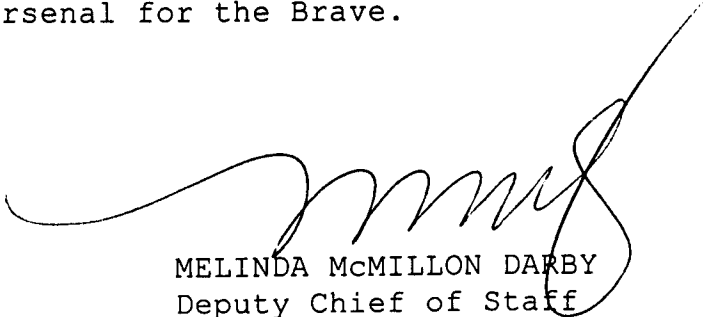
2. Every effort should be made to make employees fully aware of the provisions of this law. Therefore, in compliance with AMC's yearly notification policy, please relay this information to all employees, managers and supervisors. Notification may be made by using the enclosed form designed by the Office of Personnel Management or by other means of your choice.

3. The point of contact for this action is Teresa Greene, telephone, (703) 617-3408 or DSN 767-3408.

4. AMC - America's Arsenal for the Brave.

FOR THE COMMANDER:

Encl



MELINDA McMILLON DARBY  
Deputy Chief of Staff  
for Personnel

# FEDERAL EMPLOYEE ENTITLEMENTS

## under the

# FAMILY AND MEDICAL LEAVE ACT OF 1993

(effective August 5, 1993)

### ENTITLEMENT

Sections 6381 through 6387 of title 5, United States Code, as added by Title II of the Family and Medical Leave Act of 1993 (FMLA) (Public Law 103-3, February 5, 1993), provides covered Federal employees with entitlement to 12 workweeks of unpaid leave during any 12-month period for the following purposes:

- the birth of a son or daughter of the employee and the care of such son or daughter;
- the placement of a son or daughter with the employee for adoption or foster care;
- the care of a spouse, son, daughter, or parent of the employee who has a serious health condition; or
- a serious health condition of the employee that makes the employee unable to perform the essential functions of his or her position.

Under certain conditions, FMLA leave may be taken intermittently, or the employee may work under a work schedule that is reduced by the number of hours of leave taken as family and medical leave. An employee may elect to substitute other paid time off, as appropriate, for any unpaid leave under the FMLA. FMLA leave is in addition to other paid time off available to an employee.

### JOB BENEFITS AND PROTECTION

- Upon return from FMLA leave, an employee must be returned to the same position or to an "equivalent position with equivalent benefits, pay status, and other terms and condition of employment."
- An employee who takes FMLA leave is entitled to maintain health benefits coverage. An employee may pay the employee share of the premiums on a current basis or pay upon return to work.

### ADVANCE NOTICE AND MEDICAL CERTIFICATION

- The employee must provide notice of his or her intent to take family and medical leave not less than 30 days before leave is to begin or as soon as is practicable.
- An agency may request medical certification for FMLA leave taken to care for an employee's spouse, son, daughter, or parent who has a serious health condition or for the serious health condition of the employee.

This is a brief summary of your entitlements and responsibilities under the FMLA. Contact your agency personnel office for additional information.

ENCLOSURE

AMCPE-CE  
SUBJECT: The Family and Medical Leave Act of 1993 (Reminder)

DISTRIBUTION:

COMMANDER

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